4W Guideline for WESCOORD/WASH KENYA DROUGHT RESPONSE

Basic User Manual *(16 Sept 2011)*

This user manual is designed to provide brief description and instruction on how to use the 4W reporting tool. Additional steps were included to facilitate reporting and analysis of information. (The instructions are for Excel 2007).

For any question, please contact Cecilia and Charles at wescoord@gmail.com and call us for any help!
Cecilia: 0705 253264 and Charles: 0722 383998

Deadline for 4W reporting in august: September 26 COB.

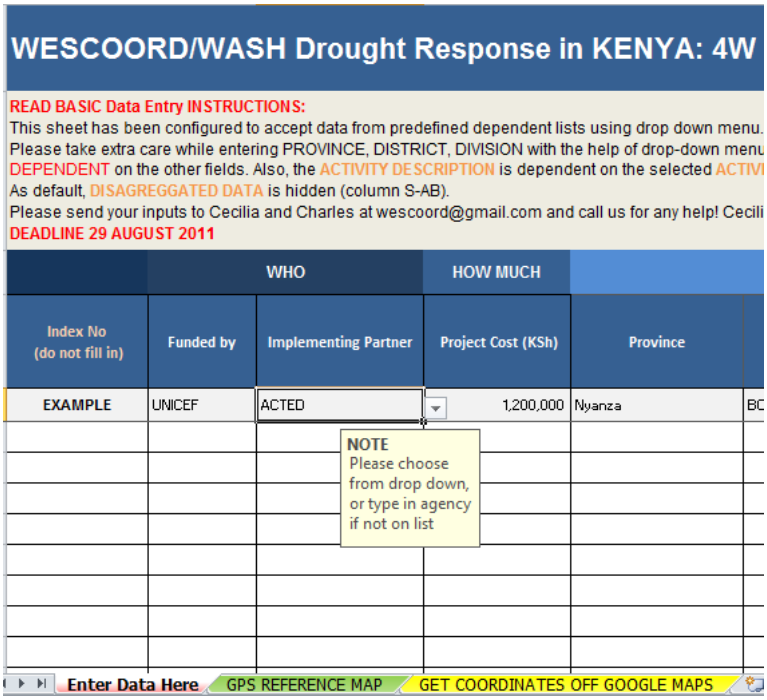
The 4W tool is available on the WESCOORD/WASH sector website for download. Please, fill in and submit to **wescoord@gmail.com.**

INSTRUCTIONS

The response to be reported would be any activities within the WASH sector undertaken in the drought affected areas (defined in sector response strategy) and started later than 1 January 2011.

The DATA Window (Enter Data Here)

Please, fill in the matrix using the predefined lists available.
Note: Using the drop-downs when available will ensure consistency of data for analysis


WESCOORD/WASH Drought Response in KENYA: 4W
READ BASIC Data Entry INSTRUCTIONS:
This sheet has been configured to accept data from predefined dependent lists using drop down menu.
Please take extra care while entering PROVINCE, DISTRICT, DIVISION with the help of drop-down menu
DEPENDENT on the other fields. Also, the ACTIVITY DESCRIPTION is dependent on the selected ACTIV
As default, DISAGREGGATED DATA is hidden (column S-AB).
Please send your inputs to Cecilia and Charles at wescoord@gmail.com and call us for any help! Cecili
DEADLINE 29 AUGUST 2011
WHO
HOW MUCH
Index No (do not fill in)
Funded by
Implementing Partner
Project Cost (KSh)
Province
EXAMPLE
UNICEF
ACTED
1,200,000
Nyanza
NOTE
Please choose from drop down, or type in agency if not on list
Enter Data Here
GPS REFERENCE MAP
GET COORDINATES OFF GOOGLE MAPS

Who: The required information is the name of organization providing the assistances and who is funding it and the cost of the response (how much).

Use the drop-down list or provide the name of the organization in the field.

WHERE						
Province	District	Division	Location/Site	Location/Site Extra Information	Latitude	Longitude
Nyanza	BONDO	RIEDA	Rarieda Primary School		2.456330	36.323653

NOTE
Please choose from drop down list ONLY

Where: Use the populated drop-down lists for entering the geographic areas down to location The drop down lists are dependent on previous choice so fill in order from left. Location is free text, please provide as detailed info as possible, f ex name of schools, health facilities (or number in a location).

If available, fill in accurate coordinates (GPS-location) in the format decimal degrees.

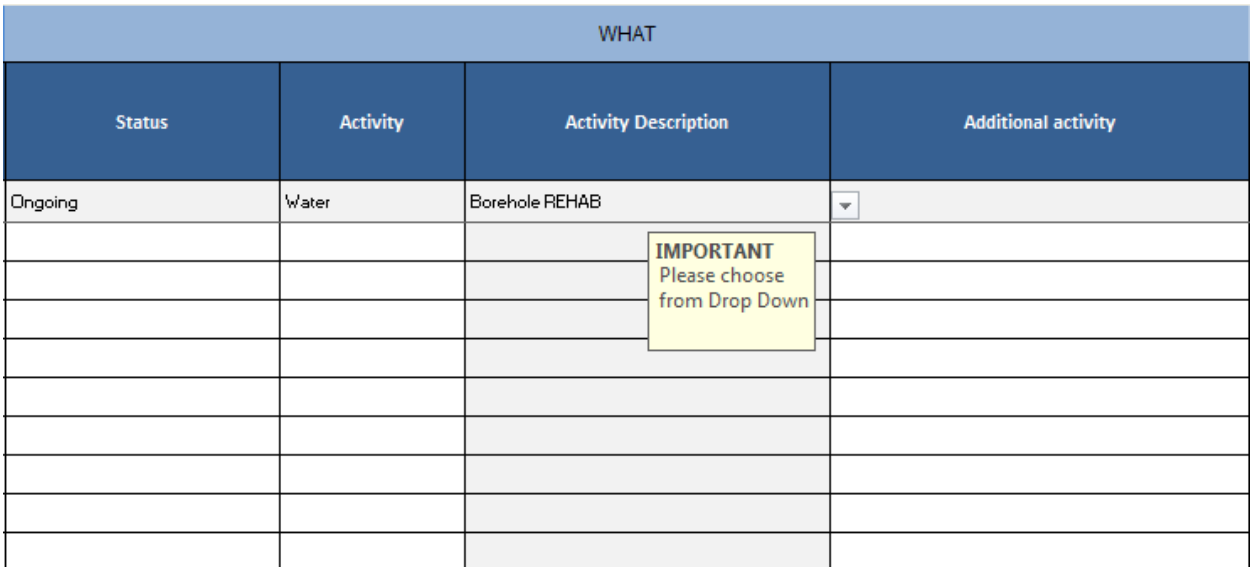
Latitude	Longitude	St
2.456330	36.323653	Ongoing

INPUT IN DECIMAL DEGREES ONLY
The column will accept Latitude in decimal degrees ONLY e.g. 2.564 [in the range covering Kenya from -5 to 6 degrees] see http://www.directionsmag.com/site/latlong-converter for convertor tool to convert from degrees minutes seconds to decimal degrees

Accurate project location with GPS:
Provision of GPS-coordinates in decimal degrees will greatly help to tie the project activities to accurate location. Please, use ONLY decimal degree format. For conversion to decimal degrees:
http://www.directionsmag.com/site/latlong-converter

Other possibilities to get accurate location:
With the accurate name of school and/or health facility, a match can be done with pre-existing datasets.

Locate location on Google map and extract coordinates
See description under the tab in matrix: Get coordinates off Google maps



What : Choose the type of activities from drop-down list. Proceed to choose the appropriate description of the activities. The activity need to be set before activity description.

The preset list of activities is:

Act Type	Water	Sanitation	Hygiene	NFIs	Coordination
Water	Borehole NEW	Solid Waste	Hygiene Messages	Distribution	Coordination
Sanitation	Borehole REHAB	CLTS	Hygiene Promoters Trained	Other	Assessment
Hygiene	HWTS	Vector Control	Cholera Response		Reporting
NFIs	O&M Training	Household Latrines	Distribution of Aquatabs		Monitoring
Coordination	Training Of Water User Groups	Health Centre Latrines	Hygiene Promotion		Other
Other	Water Safety Planning	School Latrines	Supply Distribution		
	Pipeline NEW	Other	Hygiene Kits		
	Pipeline REHAB		Ceramic Filters		
	Roof Catchment		Hand washing facilities - NEW		
	Shallow well With handpump NEW		Hand washing facilities - REHAB		
	Shallow well with Handpump REHAB		Other		
	Water Catchment-Dam New				
	Water Catchment-Dam REHAB				
	Water Catchment-Water Pan NEW				
	Water catchment-Water Pan REHAB				
	Water catchment-Sand Pan NEW				
	Water catchment-Sand Pan REHAB				
	Water catchment - Rock				
	Water catchment - Sand dam				
	Water tanks and kiosks				
	Gravity Flow System				
	Water Trucking				
	Water Trucking-Voucher system				
	School WASH				
	Capacity Building				
	Other				

Any changes to the list of activities should be run through the Wescoord. Or use the comment field at end of table.

WHEN: To track the response and be able to produce maps and make appropriate analysis of the data, following fields are available:

Start and Finish data of project

Status (required field): Completed, On-going, Suspended, Planned (funded)

TO WHOM

All numbers reported by individuals (not families)

The beneficiaries-reporting is the most crucial part as most of the indicators are on number of people received services.

Three groups are available:

- Number of individuals targeted
- Number of individuals actually received assistance

If not specified number of beneficiaries, following standardized numbers might be used for analysis when appropriate:

- Water trucking: 3.5/l/p/d
- One shallow well serving 400 people
- One rural borehole serving 5,000 people, one urban borehole serving 3,500 people
- One hand pump serving 250 people

Disaggregated data:

Breakdown of the beneficiaries is possible, and the fields are available

- Gender and age
  Women, men, boys (up to 5 and 6-18) and girls (up to 5 and 6-18)

OTHER DATA

Contact details and reporting date

Shortcuts and problems encountered when using the Cluster IM Tool

a. The Copy-Paste command

   To enhance the efficiency, please make yourself familiar with the copy/paste. Copy a record and only change parts of it for your needs. Often you have more than one activity in one area or the opposite the same activity in multiple areas. Then just add the changes to the record (I e activity and number of beneficiaries).

i. Select the record you want to copy (if you want to copy more than one record, press the left mouse button and drag to the row you want to copy). Once selected, press the right mouse button then click copy (or use *Ctrl + c*).

ii. Go to the row or column you want to paste the data then press the right mouse button then click paste (or use *Ctrl +v*).

b. Add additional data after last record. Don't add additional rows.

i. *The table will allow you add row anywhere but as a precaution don't do this.* Additional rows will not be set-up with the formulas needed to perform automatic functions and drop-down menus. Use the next available row instead. **If you need to see data in specific order, use Excel's filter and sort functions instead!** See below.

c. The drop-downs stops working

i. It is possible to delete or change the matrix so it will stop working as intended. The **formulas can be retrieved and replaced**. Contact us and we will help you!

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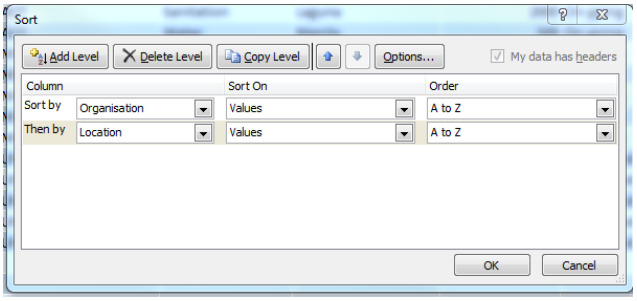
5. Efficient use of Excel for analysis and reporting (and consolidation for IMM)

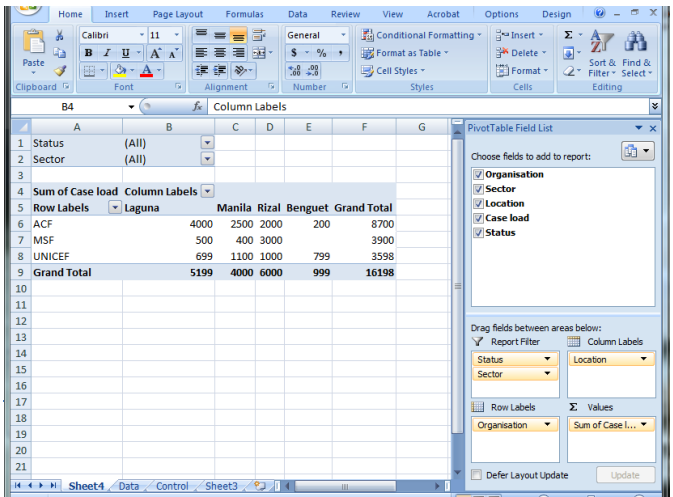
1. Sort and Filter your table

a. With the help of the *Automatic filter* (if not activated go to *Home*-tab under *Editing/Sort & Filter*, click *Filter,* click the arrow on the heading for the relevant column. *C*hoose your *Sort order* or what items to display in the click boxes (filtering)

For Excel 2003: Select column headings and choose *Data/Filter/Autofilter*

b. If you want to sort on more than one level, please, choose *Home*-tab under *Editing/Sort & Filter*, click *Custom Sort*





2. Create a Pivot-table (dynamic table)

a. Select the relevant data including column headings.

b. Go to the *Insert*-tab and choose *Pivot-table*

Excel 2003: Go to Data/pivot table and pivot charts (follow wizard)

c. Place the Pivot in another sheet
d. Click *Ok*
e. Depending of what you want to show (This example will show number of beneficiaries in a location by organization which can be filtered by sector and status)

i. Drag *Status* and *Sector* to *Report filter*
ii. *Location* to *Column labels*
iii. *Organisation* to *Row labels*
iv. *Case load* to *Values* (make sure it says *Sum of…* - otherwise click the small arrow and choose *Sum of* instead of *Count of)*

Filter the Pivot table

f. Use the Filter/arrows at Status and Sector and choose if you only want to see on-going projects or the Water sector.

Updating data in your table

g. Change the data or add records (make sure it is within the table) under the sheet you are editing.
h. Go back to your Pivot, right-click on the Pivot-table and choose *Refresh*. Your changes will be reflected.

3. Creating a Pivot chart

a. Under the Tab *Options* (*PivotTable Tools* - only accessible when the Pivot is selected), choose *Pivot chart*.
b. Choose type of chart.
c. The chart will show the number of beneficiaries per organization and location
d. Further filtering can be done in the PivotChart Filter Pane.